



**Small Quantity and Conditionally Exempt Small Quantity Generator Inspection Checklist**  
 NORTH DAKOTA DEPARTMENT OF HEALTH - DIVISION OF WASTE MANAGEMENT  
 HAZARDOUS WASTE PROGRAM  
 Rev. 01/12

Facility Name:		Facility Address:	
State/EPA ID Number:		Telephone Number:	
Facility Contact:		Title:	
Date of Last Inspection:			
Type of Notification:			
SQQ		CESQG	
<b>Yes</b>	<b>No</b>		
		Is sampling or photographic equipment required?	
		Is special safety or personal protection required?	
		Is a hazardous waste file maintained?	
Inspection Type:		(unannounced) (announced) (CEI) (Complaint) (Multimedia) (Other)	
Expected Waste Streams:			
<b>Pre-inspection Interview:</b>			
Time In:		Time Out:	
Date of Inspection:			
Business type:			
Owner/Subsidiary of:			
Number of Employees:			
Other Comments:			
<b>Participants:</b>		<b>Position:</b>	

This checklist includes Hazardous Waste requirements found in Article 33-24 NDAC. It is not an inclusive checklist of all requirements for hazardous waste generators. The applicable chapter and subsection are referenced after each item.

### CESQG Checklist

Yes	No	
		Has the generator determined if his waste is hazardous? (03-02)
		Does the generator generate 1 kg of acute hazardous waste or 100 kg or residue or contaminated soil, waste or other debris? (02-05.5) (Note: If so, they are fully regulated.)
		<b>Are quantities accumulated within the limits:</b> < 1,000 kg (>1,000 kg they are fully regulated) (02-05.7.b)
		Is the waste sent to a permitted municipal waste landfill, industrial waste landfill or TSDR facility? (02-05.7.c)
		Does the generator mix his characteristic hazardous waste with nonhazardous waste? If the mixture meets any of the characteristics of hazardous waste then it is fully regulated. (02-05.8)
		Does the generator mix his listed hazardous waste with solid waste? If so the mixture it is fully regulated. (02-05.9)
		Does the generator mix his hazardous waste with used oil? If so the mixture is subject to sections 33-24-05-600 through 689. (02-10 & 05-610.2.c)

Comments:

### Used Oil Checklist

Yes	No	
		1. Is the facility storing used oil in: <u>Tank:</u> Aboveground      Size: _____ Gallons Underground      Size: _____ Gallons <u>Container:</u> Number: _____ Size: _____
		2. Are containers in good condition and not leaking? (05-622.2.)
		3. Are the containers labeled or clearly marked "Used Oil"? (05-622.3.a.) If it is an underground tank, are the fill pipes labeled? (05-622.3.b.)
		4. Does the facility have a used oil space heater? Number: _____
		5. Is the used oil shipped offsite? Used Oil Jobber: _____

Comments:

SQG Checklist																											
General Facility Checklist																											
Yes	No																										
		<p>1. Has the generator identified the waste streams and determined which wastes are hazardous? (03-02)</p> <p><u>List waste streams:</u></p>     <table border="0"> <thead> <tr> <th><u>Equipment</u></th> <th><u>Y/N</u></th> <th><u># units</u></th> <th><u>Size</u></th> <th><u>Service Cycle</u></th> </tr> </thead> <tbody> <tr> <td>Parts Washers</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Carb/Brake Washer</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Distillation Unit</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Paint Gun Cleaners</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Y/N</u>	<u># units</u>	<u>Size</u>	<u>Service Cycle</u>	Parts Washers					Carb/Brake Washer					Distillation Unit					Paint Gun Cleaners				
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		2. Are biennial reports maintained for at least three years from the due date (3/1/even yr)? (03-13.2.)																									
		3. Does the generator have copies of waste analysis, test results, or other determination for the last three years since TSDF verification? (03-13.3.)																									
		4. Does the generator store their waste in tanks? (If so there are additional requirements for them) (05-114)																									
Additional Comments:																											

Contingency and Training Checklist		
Yes	No	
		1. Designation of emergency coordinator(s)? (03-12.4.e.1. & .4.)
		2. Are employees familiar with proper waste handling and emergency response procedures? (03-12.4.e.3.)
Comments:		

Manifests and Land Disposal Restrictions Checklist		
Yes	No	
		1. Are the manifests properly completed? (03-04 & Appendix I)
		2. Are the manifests properly signed? (03-07 & Appendix I)
		3. Descriptions on manifest similar to waste stream description? (03 Appendix I)
		4. Are copies of manifests maintained for at least 3 years for wastes shipped offsite? (03-13.1.)
		5. Have any manifests not been returned from the TSDF during the last year and were they reported to the NDDH? (03-15.3)
		6. Does the generator have a contractual agreement to remove solvent wastes? Is a copy maintained for 3 years? (03-04.5.b.) (Note to inspectors: If the facility has a reclamation agreement with a solvent recycling company to recycle and return solvents, a manifest for each shipment is not required.)
		7. Is a one-time written LDR notification present for the waste stream(s)? (05-256) (Note to Inspectors: No further notification is necessary until the waste or the TSDR change.)
		8. Does the LDR notification indicate appropriate treatment standards? (05-256)
		9. Are waste codes on LDR the same as the manifests? (05-256)
		10. Are LDRs maintained for 3 years after TSD verification? (05-256.1.h.)
Comments:		

Accumulation Area Checklist		
Yes	No	
		1. Is emergency response information posted near the phone? (03-12.4.e.2.)
		2. <b>Are quantities accumulated within the limits:</b> Time less than 180 (270 days if 200 miles plus)? (03-12.5.) Maximum accumulation limit of 6000 kg? (03-12.4.a.)
		3. Weekly drum inspection logbook present? (05-93)

Accumulation Storage Area					
Type	Amount	Dated Y/N	Labeled Y/N	Closed Y/N	Leaking Y/N

<b>Satellite Accumulation Area Checklist</b>		
<b>Location:</b>		
<b>Wastes:</b>		
<b>Yes</b>	<b>No</b>	
		1. Is there less than 55 gallons or 1 quart of acute waste per waste stream present? (03-12.3)
		2. Is the container at or near the point of generation and under the control of the operator? (03-12.3)
		3. Is the container marked/labeled as hazardous waste or the contents otherwise identified? (03-12.3.b.)
		4. Is the container closed? (05-92)

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Used Oil Checklist		
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Comments:		

Universal Waste Checklist		
Yes	No	
		1. Is the facility managing universal wastes? (05-701) Circle size: Small Quantity handler of universal waste Large Quantity handler of Universal waste
		2. Have the employees who handle the waste been informed of the proper handling and emergency procedures appropriate for the type or types of universal waste handled at the facility? (05-716)
		3. Batteries: is each battery or the container labeled "Universal Waste-Battery(ies)", "Waste Battery(ies)" or "Used Battery(ies)"? (05-714.1.)
		4. Mercury containing devices: is each device or container labeled "Universal Waste-Mercury Containing Device(s)", "Waste Mercury Containing Device(s)" or "Used Mercury Containing Device(s)"? (05-714.4.)
		5. Lamps: is each lamp or a container or package labeled "Universal Waste-Lamp(s)", "Waste Lamp(s)" or "Used Lamp(s)"? (05-714.5.)
		6. Container closed, structurally sound, compatible with the contents and free of leaks, spills or damage? (05-713.1.a, 713.2.a, 713.3.a and 713.4.a)
		7. Can the handler prove that the universal wastes are stored less than one year? (05-715.1.)
Comments:		

Additional Comments:

Post-inspection review:

Conduct exit interview with facility contact. The interview should include observations made during the inspections, and recommendations on these observations. List questions raised during the inspection. Discuss all obvious violations of the rules.

State overall compliance status will be determined after reviewing inspection results with supervisors and the issuance of an inspection report.

Issue a Notice of Inspection form.

Do not discuss potential civil or criminal actions.